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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 23-71

28 October 1971

To: All Training Officers of the Agency

THE PROJECT OFFICER IN THE CONTRACT CYCLE

A second running of the Project Officer in the Contract Cycle has been scheduled for December. The course is designed to provide an understanding of the Agency's contracting process, particularly as it applies to research, development, and engineering, and the management responsibilities of the Project Officer during the contract cycle.

LOCATION Room 236, Chamber of Commerce Building

DATES 13-17 December, full-time. If the response warrants, the course will be offered again in February 1972.

FOR Project Officers, scientists, engineers, and others involved in the contract cycle. Particularly appropriate for those newly assigned to or in training for duties involving contracting for R,D,&E.

DESCRIPTION First day: CIA personnel will discuss the Agency's R&D Program, basic procurement authorities, and organization for procurement. Second, third, and fourth days: The contract cycle from pre-proposal planning through settlement will be presented through lectures and class discussion in the morning and case studies in the afternoon. Dialogue between instructors and students encouraged. This portion has been developed and will be conducted by Procurement Consultants, Inc. Fifth day: Students will analyze and discuss, in depth, significant R&D contracting cases selected from Agency files.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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Throughout the course, every effort will be made to maintain a "real-world" atmosphere. Particular emphasis will be placed on:

- (1) the responsibilities of the Project Officer as a member of the Contract Team,
- (2) identifying the technical problem and developing a Work Statement or Specification to solve the problem,
- (3) evaluating prospective contractors' capabilities,
- (4) evaluating contractor proposals - wishes vs reality,
- (5) the Project Officer's position in negotiation and award,
- (6) project management - the theory and practice of getting the results desired,
- (7) the behavior of the major elements of cost in the contractor's plant, particularly those affecting overhead, and
- (8) how to recognize a Change which will add to the contract cost.

REGISTRATION

Limited to 25 (O/DCI-1, DDS&T-5, DDI-5, DDP-5, DDS-9). Submit Form 73, Request for Internal Training, to OTR/ISS/AIR, Room 1036, Chamber of Commerce Building, no later than 26 November. Priority will be given to persons who have not attended similar courses given by the Agency.

For information on course content, call extension 3567; for information on registration, call 2365.

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